



Linda Boucher

Curriculum Vitae (CV)

What job i'm looking for? My positive points

For the past 7 years I have worked as an Administration Manager for Current Electric (A Division of Actom (Pty) Ltd). My role within the company included managing the administration office as well as being active within the different departments of the company to ensure that production time lines were met, customer service needs were maintained and ensuring that all company policies and procedures were adhered to and followed at all times. I was also responsible for ensuring that customer payment deadlines were kept as well as personally calling on customers to maintain good relationships and service levels and to seek new clients within the industry.

I have exceptional leadership skills and was known by management as well as my colleagues as a reliable resource person for resolving issues. I am well organised, detail oriented and able to prioritise effectively to manage conflicting demands in a fast paced work environment. I have strong analytical, research and time management skills and a very high degree of commitment to my work and would like to be given the opportunity to contribute toward the company's mission, success and challenges.

Preferred occupation	Administration Manager Management, human resources jobs
	Office Manager Management, human resources jobs
	Executive PA Administrative jobs
Preferred work location	West Rand Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	South Rand Gauteng

Contacts and general information about me

Day of birth 1970-01-02 (54 years old)

Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2009.06 iki 2016.04
Company name	Current Electric (A Division of Actom (Pty) Ltd)
You were working at:	Managers
Occupation	Administration Manager
What you did at this job position?	Managing and maintaining the efficiency of the Business Management System

Education

Educational period	nuo 1996.01 iki 1996.12
Degree	Diploma
Educational institution	Damelin Business and Management
Educational qualification	Small Business Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft Office (Word, Excel, PowerPoint, Email, etc.)
 Pastel
 Adobe Photoshop
 Lotus Notes

Recommendations

Contact person	Vanessa De Swardt
Occupation	General Manager
Company	Current Electric (A Division of Actom (Pty) Ltd)
Telephone number	011 822 2300
Email address	vanessa@currentelectric.co.za

Additional information

Your hobbies	Landscaping
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	DIY
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-07-00 (19 years)
Salary you wish	40000 R per month
How much do you earn now	45000 R per month